



## **Administrative/Planning Standing Committee**

### **MINUTES**

Thursday, January 19, 2012

12:30 p.m. – 1:30 p.m.

Arizona Developmental Disabilities Planning Council

1740 West Adams Street, Suite 201

Phoenix, Arizona 85007

An Administrative/Planning Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on January 19, 2012 at the ADDPC office, 1740 West Adams, Suite 201, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

<b>Members Present</b>	
Edward Myers, Chair - Telephone	David Copins – Telephone
Marv Lamer, Telephone	David Cutty - Telephone

<b>Staff/Guests Present</b>	<b>Members Absent</b>
Larry Clausen, Executive Director Lani St. Cyr, Fiscal Manager Marcy Crane, Grants Manager	

#### **A. Call to Order:**

Edward Myers called the meeting to order at 12:30 P.M. It was noted that a quorum had been achieved, allowing the meeting to proceed.

#### **B. Approval of Minutes**

Edward Myers called for a review of the October 26, 2011 Meeting Minutes.

- Motion was made by David Cutty to accept the Minutes as written.
- Motion seconded by Marv Lamer
- Motion carried

#### **C. Re-Design of Standing Committees**

Larry Clausen reviewed the "Proposed Formation of Standing Committees – November 7, 2011" The proposal realigns the 3 existing committees (Administrative/Planning, Grants/Budget & Public Policy) with the new Council Five Year Plan. Under the proposal, the existing committees will be replaced with 3 new committees, *Employment*, *Self-Advocacy* and *Empowerment Through Information*. In addition to the permanent committees, additional committees will be created on an Ad Hoc basis, determined by Council need. Examples of potential Ad Hoc committees include Public Policy (to function during the legislative sessions) Administrative/Planning (completing By-Law revisions, changes to State Plan) and Annual Retreat. The new committees will become more

comprehensive in their functions incorporating the activities of planning, reviewing proposed ideas, approving projects to be funded, and other tasks.

- A motion was made by David Cutty that the proposal be accepted and forwarded for Council approval with additional language noting that all new committees in developing activities and projects attempt to involve stakeholders, including consumers, family members, professionals, the Governor's Office and policy makers so that a mutual exchange of information can take place whenever possible.
- The motion was seconded by Marv Lamer.
- Motion carried.

#### **D. Performance Review**

The Committee reviewed two documents that were submitted for consideration in completing the annual Executive Director performance evaluation. The first document presented was the "Council Members Evaluation Tool". The tool consists of 11 questions requiring a narrative response, and allows for Council members to reflect their opinion on the skills, strengths and weaknesses of the Director. The tool will be distributed to Council members annually to be completed and forwarded to the Council Executive Committee. It was noted by a Committee member that Council members should be encouraged to use their own judgment in determining their qualifications to thoroughly evaluate the Director based on mitigating factors such as a recent appointment to the Council.

Upon completion of the Council Members Evaluation Tool, the evaluations will be forwarded to the Council Executive Committee for use in making the formal evaluation. The "Performance Evaluation, Executive Director" will be used in this stage and will reflect the consensus of the Executive Committee. The tool provides for a weighted rating to be provided to the Executive Director. Upon completion, the Evaluation will be signed and presented to the Director by the Council Chairperson.

Following discussion, two motions were offered by the Committee:

##### Motion 1

- Marv Lamer made a motion that the Executive Director performance review using the tools and processes described be approved and recommended to the Council.
- The motion was seconded by David Cutty.
- Motion carried.

##### Motion 2

- David Cutty moved that the Committee recommend to the Council that current By-Laws be amended to reflect the Executive Director performance review process.
- Marv Lamer seconded the motion.
- Motion carried.

#### **E. Next Meeting Date**

Upon discussion it was decided that the Committee Chairperson and the Executive Director would determine when enough business was compiled to warrant a meeting. At that point, members will be contacted to set a date.

**F. Call to the Public**

No public were present.

**G. Adjourn**

The meeting adjourned at 1:50 P.M.